



"Service means the world to us"

A56:116C

## REDIRECTION NOTICE

(This form must be completed by the Applicant only and presented in person at any Post Office)

1. PRINT OR TYPE INFORMATION CLEARLY.
2. READ CAREFULLY INSTRUCTIONS OVERLEAF

**VALID FOR SIX MONTHS**

**NAME OF APPLICANT** .....

*Name & Signatures of Householders other than Applicant*

(1) ..... Signature: .....  
(2) ..... Signature: .....  
(3) ..... Signature: .....  
(4) ..... Signature: .....

**OF (OLD ADDRESS)** .....

**TO BE REDIRECTED TO: -**

**NEW ADDRESS** .....

**FROM** (Date) ..... **TO** (Date) .....

### DECLARATION

I, ..... ,  
have given the Postmaster General permission to redirect my mail.

.....  
*Signature of Applicant (s)*

National I.D. No./ Company No. .... Date .....

Verified by Accepting Officer ..... Date .....

### **FOR OFFICIAL BPS USE ONLY**

Submitted by Applicant: Yes ☐ No ☐ Power of Attorney ☐ Letter of Administration ☐

Registration of Business Name / Certificate of Incorporation. ☐

Investigated by: ..... Date .....

Approved ☐ Not Approved ☐

If not approved [Reason] .....

#### **Noted By :-**

Postmaster ..... Date.....

Circulation Branch ..... Date.....

Officer In Charge Postmen ..... Date.....

Postman ..... Date.....



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## **Conditions for Redirection of Mail**

1.
  - a. A fee of **Thirteen Dollars (BB\$ 13.00)** must accompany each **Domestic Redirection Notice**.
  - b. A fee of **Thirty Dollars (BB\$ 30.00)** must accompany each **Business Redirection Notice**.
2. It is mandatory for each adult over the age of sixteen (16) in a household to sign the Redirection Notice, and provide valid proof of identification.
3. The names of minors under the age of sixteen must be included on the Redirection Notice; however their signatures are not necessary.
4. Mail will not be redirected in the absence of a signed Redirection Notice.
5. Unless a legal Powers of Attorney has been granted, one member of a household cannot sign on behalf of another.
6. Letters of Administration must be produced for the redirection of mail of deceased persons.
7. Where required, Powers of Attorney must be brought into Post Office with applications.
8. Valid Proof of Identification, preferably National ID or Driver's License, must be presented by the applicant.
9. Redirection Notices are not accepted via the mail, but must be presented in person at any Post Office.
10. This notice is valid for a period of six months only. You are therefore advised to inform the relevant persons/organizations of this new address.  
**All mail received after this notice has expired will be delivered as addressed.**
11. A Redirection Notice received from a company/business, must be accompanied by proof of Certificate of Incorporation &/or Registration, and be affixed with the official stamp.
12. One fee is charged in respect of the various members of one family moving to one address and bearing the same surname.
13. Letter or parcels prepaid at the inland rate and afterwards redirected overseas shall be subject to the postage payable to the new destination.
14. A parcel redirected from one country to another is charged the full postage.
15. Air Mail letters are redirected from one country to another, free of cost, via our Surface Mail Service.

### **WARNING**

*The above security precautions are necessary for the safe delivery of your redirected mail.  
Directions must be CAREFULLY followed to ensure that unauthorized persons do not have access to your mail.*

*Thank you for your cooperation.*